

# Crown Mountain Water Supply Corporation Special Board of Directors Meeting Minutes

**Date of Meeting: August 1, 2023**

**Time: 10:00 AM**

**Place: First Baptist Church, 813 Nueces St., Camp Wood, Texas 78833**

At any time during the meeting, the Crown Mountain Water Supply Corporation Board may adjourn into executive session on any of the items listed on this agenda, if at any time during the meeting an item meets the criteria which allow for executive session under Texas Government Code, Chapter 551, Subchapter D.

Notice is hereby given that the Board of Crown Mountain Water Supply Corporation may discuss, consider, and take all necessary action, including expenditure of funds, regarding each of the agenda items below and may take them in any order:

**Board Members Present**

President:	Dr. James (Doc) Lindstrom	<u>  X  </u>
Vice President:	Greg Snell	<u>  X  </u>
Treasurer:	Ken Hobbs	<u>  X  </u>
Secretary:	(Vacant)	<u>      </u>
Assistant Secretary:	Rick Garza	<u>  X  </u>

**CMWSC contractors**

Water Service Operator:	Rick Garza	<u>  X  </u>
Customer Account Specialist:	Heather Stout	<u>      </u>

**CMWSC – Committees Members Present:**

<p><b>IT Committee</b></p> <p>Kerry Miller</p> <p>Adria Schreiber-Garza           X</p>	<p><b>Election Committee</b></p> <p>Adria Schreiber-Garza           X</p> <p>Brenda Sisley Askew</p> <p>LB Brackin</p>
<p><b>Operational Committee</b></p> <p>Yvonne Miller</p> <p>Shawn Meredith</p> <p>LB Brackin</p> <p>Adria Schreiber-Garza           X</p>	<p><b>Rate Review Committee</b></p> <p>Chano Falcon                   X</p> <p>Adria Schreiber-Garza           X</p> <p>Dr. James Lindstrom           X</p> <p>John Klebenow                   X</p>
<p><b>Infrastructure Committee</b></p> <p>Greg Snell                       X</p> <p>John Klebenow                   X</p> <p>John Florence</p> <p>Rick Garza                       X</p> <p>Chano Falcon                    X</p>	

**Members / Public that signed in and not noted above:**  
 Jeff Lane                            Nora Falcon           Diana Klebenow

**Members/Public request for documentation:**  
 None

**1)** Vice-President called the meeting to order at 10:00 AM.

- a) Invocation
- b) Pledge
- c) General public/members sign up to speak.
  - i) Last call to sign up to speak.
  - ii) Anyone signed up to speak on any individual agenda topic will speak before the topic speaker and be limited to 3 minutes.
    - (1) Adria Schreiber-Garza spoke briefly about the Questionable Meter item, that the meter installation itself was appropriate, that the Tariff needed to be revised to address renters and appropriate additional meter installations, and that a Meter Installation Request form needed to be developed.
    - (2) John Klebenow spoke about water being resold and that the previous Board approved meter installations needed to be approved by Board.
    - (3) Nora Falcon spoke about the Questionable Meter item and that various legislation didn't support the questionable meter installation.
  - iii) Anyone signed up to speak in the closing section is limited to 3 minutes per speaker.
- d) Statement of the Board of Directors  
Doc directed the meeting back to this item after the Minutes were read and approved.  
Doc said that he wanted to change the Meeting Policy relative to the time limit on public speakers as he wants to hear what people have to say. Greg stated that he wants anyone bringing a problem to the Board to also bring a solution to the problem.

**2)** Approval of Minutes from July 12, 2023, Special Board Meeting.

Rick read the Minutes for July 12, 2023.

- Motion by Greg to approve the Minutes as written, seconded by Ken. Motion passed with 3 Ayes.

**3)** New Business

- a) Bookkeeping/invoicing  
Ken wants the Board to sign off on the corporation's books as of when he (Ken) came on board. He wanted to know if the Board preferred that the bookkeeper provide a written report or give a presentation to the Board. Discussion about QuickBook's ability to do customer billing and who should be responsible for performing same.
  - A Motion was presented and amended, but not voted on relating to this item.
  - Motion to Rescind by Ken, Second by Greg. Motion passed – 4 Ayes
  - Amended Motion authorizing Ken to prepare and negotiate ~~a contract~~ an agreement with the bookkeeper for QuickBooks management, financial activities, and invoicing activities to be brought to the Board for consideration.  
Motion by Ken      2<sup>nd</sup> by Greg      Motion passed with 4 Ayes
- b) Liens  
Discussion about the corporation's policy regarding liens. As there is no policy, Doc asked Greg to help him develop a Lien policy.

- c) Infrastructure Fund & General Fund – how to separate and how to spend  
Doc combined this with item 5f.  
Discussion about the different types of bank accounts provided by First State Bank of Uvalde.

- Amended Motion to open a separate “Basic Business” banking account for the Maintenance Fee infrastructure fund increase.  
Motion by Ken      2<sup>nd</sup> by Rick      Motion passed with 4 Ayes

Discussion about how transferring the infrastructure funds will be handled and how customer payment checks are handled. Doc stated that he believes the Treasurer needs to be receiving checks. Ken said he would collect all payments and will account for the payments in the transfer to the Basic Business (infrastructure fund) account when payments are deposited.

- d) Board of Directors – Motion authorizing Dr. James Lindstrom to access all accounts and documents in his role as President of the Board of Directors.

- Motion by Greg      2<sup>nd</sup> by Rick      Motion passed with 3 Ayes, Doc abstained.

- e) Reject Filtrate – back pressure valve & increased flow rates  
Rick described the situation/history of the reject filtrate. He described changes in reject line performance since the solenoid was repaired. Discussion of need for a backup pack pressure controller so in-place one can receive maintenance.

- Greg Moved that this topic be moved to the Infrastructure Committee along with Item 3f. Second by Ken. Motion passed with 4 Ayes

- f) Discussion on possible root cause of lower GPM pumping on well  
(Moved to Infrastructure Committee via Motion above.)

- g) Open Meetings Act Discussion – “Walking Quorums”  
Ken talked about previous discussions of this topic. Rick talked about the difficulty of getting new Board members up to speed given this limitation. Ken talked about his research results on this topic. Anything that requires a vote should be off limits. General information is allowed. If it requires action by the Board then don’t talk about it.  
“Discussion” is held to be conversation about a precise topic.

#### 4) Committee Business

- a) Update – Election Committee

No update

- b) Update – Operations Committee

No update

- c) Update – IT Committee

- i) Keeper Security renewal

Nora asked for all the information about the IT Committee

Doc said going to Item 6b) Closing remarks by President. He wants to go back to all of the Committees and see who wants to participate and who doesn’t.

- Motion to renew Keeper Security by Ken, 2<sup>nd</sup> by Rick. Motion passed with 4 Ayes
- d) Update – Infrastructure Committee  
A meeting to address new issues will be scheduled.
- e) Update – Rate Analysis Committee  
No update

## 5) Old Business

- a) Discussion and possible action regarding vacant Board Positions.  
No activity
- b) Discussion and possible action regarding Enforcement Violations response.  
Rick talked about the work done thus far addressing the violations. Most recent work has been extension of the overflow lines and a setup to isolate each individual storage tank. Need to install a tank level switch to the south tank to allow automatic filling by the RO system. The remaining violation item is installation of level indicators. The Infrastructure Committee will work on this.
- c) Attorney General – Open Records Request Status Update  
No update
- d) Revisions to Drought Contingency Plan  
Discussion of using well level monitoring data. Doc asked John to work with Chano to come up with revisions to the Plan.
- e) Discussion and possible action regarding questionable meter installation.  
See Item 1c.ii.
- f) Discussion and possible action regarding methodology for transfer of Maintenance Fee increase to capital expenses fund.  
See Item 3.c.
- g) Discussion and possible action regarding modifications to an agreement with the bookkeeper.  
Doc commented that this had been discussed under Item 3.a.

## 6) Closing

- a) General public/members signed up to speak (3-minutes, each speaker)  
Nora spoke about the lien process.
- b) Closing comments by President.  
Doc talked about open discussion and taking all the time needed to address what needs to be addressed.

- 7) Meeting adjourned at 12:24 ~~AM~~ <sup>PM</sup> with a motion from Ken, 2<sup>nd</sup> by Greg, 4 ayes carried the motion.